

Administrative Services

Policy Transmittal

Authorized by: Clyde Saiki, Chief Administrative Officer
Signature

PT Number: AS-PT-03-001

Date: 10/24/2003

Topic (that best applies): **Contracts and Procurement**

Transmitting (check the box that best applies):

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> New Policy | <input type="checkbox"/> Policy Change | <input type="checkbox"/> Policy Clarification |
| <input type="checkbox"/> Administrative Rule | <input type="checkbox"/> Manual Update | <input type="checkbox"/> Other _____ |

Applies to (check all that apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Policy Title:	Personal Services Contracts		
Policy Number(s):	AS-020-003	Release No:	1.0
Effective Date:	09/23/2002	Expiration:	N/A
References:			
Web Address:	http://www.dhs.state.or.us/policy/admin/cp/020_003.htm		

Discussion/Interpretation: This policy and associated procedures cover subjects such as when each type of contract should be used, working with independent contractors, contract solicitation, evaluating bids or proposals, negotiation, contract development, execution and administration and contract recordkeeping.

Those involved in contracting should take note of changes to the informal solicitation process. It now requires the Contracts and Procurement office to review all informal solicitations. They will make a determination if the solicitation will be handled by the C&P office or by the requesting program office.

Managers should also specifically note their contract administration responsibilities.

Implementation/Transition Instructions: Users will need to change how informal solicitations are handled if they have not already done so. Please read [AS-020-003, Personal Services Contract](#) policy and follow steps outlined in [AS-020-003-01, Personal Services Contracts \(PSK\)](#) procedure.

Training/Communication Plan: The Contracts and Procurement office has been educating

program offices and contract administrators of their roles and responsibilities in the DHS contracting process.

Local/Branch Action Required: Implement policy requirements.

Central Office Action Required: Review and update policy and procedures as necessary and respond to questions and inquiries.

Field/Stakeholder review: ☒ Yes ☐ No

If yes, reviewed by: Administrative Services Policy Review Team

Filing Instructions: None. DHS Administrative policies and procedures can be found on the DHS web site at: <http://www.dhs.state.or.us/policy/admin/index.htm>

If you have any questions about this policy, contact:

Contact(s):	Mike Hewitt		
Phone:	503-945-5741	Fax:	
E-mail:	michael.r.hewitt@state.or.us		